
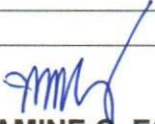




REQUEST FOR CORRECTIVE ACTION (RFCA)

Reference Control No: Proc-NC-21-01

Necessary Actions: (To be accomplished by process owner)		
Correction: Applicable only to NCs	RFCA No.	
	Target Completion Date for Correction: December 15, 2021	
1. Issue memorandum to the dDRC and Assistant dDRC to review the internal guideline on the Formatting of VSU Letterheads and Forms (GL-INF-01) in order to ensure that proper formatting of forms are followed and communications/directives and the likes are checked in accordance to the guideline prior to being filed/scanned.	Risk Level for NCs: (1-10)	
	1-3 (Resolved at unit level) 4-6 (Resolved at dean/director level) 7-9 (Resolved at the VP level) 10 (Resolved at the President's level)	
Root Cause Analysis:		
Why 1. The memorandum was received by the Office of the Head for Procurement through email from the Office of the President.		
Why 2. The memorandum was printed in colored print-out and filed in a folder.		
Why 3. The memorandum was the identified evidence to be uploaded for the 3 rd IQA for compliance to PROC-OFI-20-12 (2 nd IQA OFI).		
Why 4. The memorandum filed was scanned by the dDRC not knowing that the Setting of the Scanner used was in Black and White.		
Why 5. The dDRC and Assistant dDRC overlooked to check that the scanned memorandum was in black and white and was presented to the internal auditor during the 3 rd IQA.		
Analyzed by:	Reviewed by:	
 JESSAMINE C. ECLEO Process Owner	LUZ O. MORENO Lead Auditor /Member	
Describe the necessary Corrective Actions:		
No	Action Description	Target Implementation Date
1	Issue a memorandum to the office dDRC and Asst. dDRC directing them to review the GL-INF-01 and ensure that filed/scanned communications/directives are in accordance with the said guideline.	December 15, 2021
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Approved by:  JESSAMINE C. ECLEO Office / Unit Head		Target Completion Date: December 15, 2021

REVIEW / MONITORING

#	Remarks	Date	Reviewed/ Monitored by	Status



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Analyzed by:



JESSAMINE C. ECLEO
Process Owner

Reviewed by:

LUZ O. MORENO
Lead Auditor /Member

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